

# REPORT OF THE REVISIT COMMITTEE

for

**(Insert name of school)**

of the

**(INSERT NAME OF CONFERENCE) CONFERENCE OF SEVENTH-DAY ADVENTISTS**

A Revisit Report of all Recommendations and Action Plans  
From the Full-scale Evaluation on:

**(Insert date of last full-scale visit)**



Prepared for the  
North American Division Commission on Accreditation  
of the Accrediting Association of Seventh-day Adventist  
Schools, Colleges and Universities, Inc. & Middle States Association of  
Colleges and Schools – Commission on Elementary and Secondary Schools

**Date of interim visit**

**Report of the Revisit Committee**

to

**(Insert name of school)**

**(Insert date of revisit)**



**REVISIT COMMITTEE:**

Name, Chair	Employer
Name of Committee Member	Employer
Name of Committee Member	Employer
Name of Committee Member	Employer

Commission on Accreditation  
NORTH AMERICAN DIVISION

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**SCHOOL PROFILE SUMMARY REPORT**

*To be completed by the Principal and submitted to the committee chair.*

**SCHOOL IDENTIFICATION:**

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School Name: \_\_\_\_\_

School ID: \_\_\_\_\_

Address: \_\_\_\_\_

Conference: \_\_\_\_\_

Union Conference: **Columbia**

Principal: \_\_\_\_\_

E-Mail: \_\_\_\_\_

School Type: \_\_\_\_\_

No. of Constituent Churches: \_\_\_\_\_

Membership: \_\_\_\_\_

**ENROLLMENT DATA: (Current School Year)**

Opening Enrollment History and Projected Enrollment Total for ALL Grades					
3 Years Ago	2 Years Ago	1 Year Ago	Current Year	Next Year	In 2 Years

Percentage of Current Students from Adventist Homes: \_\_\_\_\_%

**PERSONNEL DATA: (Current School Year)**

Number of Total Staff (FTE): Administrative: \_\_\_\_\_

Certificated Instructional: \_\_\_\_\_

Number of Certificated Instructional (FTE) K-10: \_\_\_\_\_

Number of Staff (Head Count) Part-time: \_\_\_\_\_

Classified/Support Staff: \_\_\_\_\_

**FINANCIAL DATA: (Last Fiscal Year)**

Total Operating Expense (Last Fiscal Year): \_\_\_\_\_

Actual Increase (Decrease): \_\_\_\_\_

Total Tuition/Fees Income (as % all income): \_\_\_\_\_

Operating Expense per Student: \_\_\_\_\_

**ACCREDITATION DATA:**

Date of Prior Full Evaluation Visit: \_\_\_\_\_

Term Granted: \_\_\_\_\_

Date of Any Additional Visits: \_\_\_\_\_

Type of Visit: \_\_\_\_\_

**SIGNATURE:**

Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

North American Division Commission on Accreditation  
of the  
Accrediting Association of Seventh-day Adventist  
Schools, Colleges, and Universities, Inc.  
Silver Spring, Maryland

**TERMS OF ACCREDITATION OPTIONS FOR REVISIT COMMITTEES**

(Remove this section before submitting report)

The on-site revisit committee may recommend an extension of accreditation for the remainder of the six-year term, another revisit, or probationary status. Annual written progress reports will continue throughout the term.

**Justification Statement**

(Provide the justification for the new recommendation)

**Revisit Committee Recommendation**

It is the opinion of the Revisit Committee that (Insert name of school) has made sufficient progress on the recommendations and school-wide action plans from the previous full-scale visiting committee to justifiably grant the remainder of the six-year term until the time of the next full self-study and site visit scheduled for (Insert date of next full scale visit).

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Chair Employer

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Committee Member Employer

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Committee Member Employer

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Committee Member Employer

**Progress in Meeting Major Recommendations  
From the Full-scale Site Visit on (Insert date)  
to**

**(Insert name of school)**

Prepared by the Revisit Committee  
(Insert date of interim visit)

An (X) after the number of each recommendation or action plan indicates the degree to which it has been completed.

<b>MAJOR RECOMMENDATIONS</b>	<b>COMPLETED</b>	<b>PARTIALLY COMPLETED</b>	<b>NOT ADDRESSED</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
<b>Percentage</b>			

<b>SCHOOL-WIDE ACTION PLANS</b>	<b>COMPLETED</b>	<b>PARTIALLY COMPLETED</b>	<b>NOT ADDRESSED</b>
<b>Percentage</b>			

**(Insert name of school)**  
**REVISIT REPORT 201\_**  
**REPORT ON MAJOR RECOMMENDATIONS**

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**EXAMPLE**

**MAJOR RECOMMENDATION # 1**

Board and administration post the mission statement in a prominent location near the school entrance and post it on the school website. (Observation)

**School Response: Completed on 08/04/ 2014**

- *The school mission statement is posted on the bulletin board in the school lobby and has also added the mission statement to the school website in accordance with the Visiting Committee's Recommendation.*

<i>INTERIM COMMITTEE OBSERVATION</i>	<i>COMPLETED</i>
<i>The Interim Review Committee observed that the mission statement was posted on the bulletin board and website, but not in a prominent location at either location. <b>The committee recommends that they both be placed in a more prominently at the entrance of the building and on the website.</b></i>	

**MAJOR RECOMMENDATION # 2**

**School Response:**

<i>INTERIM COMMITTEE OBSERVATION</i>	<i>XXXXXXXXXXXXXXXXXXXX</i>
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**MAJOR RECOMMENDATION ##**

**School Response:**

<i>INTERIM COMMITTEE OBSERVATION</i>	<i>XXXXXXXX XXXXXX</i>
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**MAJOR RECOMMENDATION #4**

**School Response:**

<i>INTERIM COMMITTEE OBSERVATION</i>	<i>COMPLETED</i>
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**MAJOR RECOMMENDATION #5**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXX XXXXXXXX*

**MAJOR RECOMMENDATION #6**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXX XXXXXXXX*

***NOTE: The Visiting Committee may add additional recommendations here, if they are needed.***



# REPORT ON NON-MAJOR RECOMMENDATIONS

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## Standard #1: Philosophical Foundations

### RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

*COMPLETED*

## Standard #2: Community and Constituency

### RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXXXXXXXXXXXX*

## Standard #3: Administration

### RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXXXXXXXX*

## Standard #4: Staff Development

### RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

*ETED*

## Standard #5: Curriculum and Instruction

RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

XXXX XXXXXXXX

## Standard #6: Media Center

RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

XXXX XXXXXXXX

## Standard #7: Student Activities

RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

XXXXXXXXXXXXXXXXXXXX

## Standard #8: Student Services

RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

XXXXXXXX XXXXXX

## Standard #9: School Facilities

### RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

XXXXXXXXXX

## Standard #10: Information Technology

### RECOMMENDATION

School Response:

*INTER INTERIM COMMITTEE OBSERVATION*

XXXXXXXXXX

## Standard #11: Marketing

### RECOMMENDATION

School Response:

*INTERIM COMMITTEE OBSERVATION*

COMPLETED

**RECOMMENDATION # 1**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION #2**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXX*

**RECOMMENDATION #3**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXX*

**RECOMMENDATION #4**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXX*

**RECOMMENDATION #5**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXX*

**RECOMMENDATION # 6**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION #7**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXX XXXXXX*

**RECOMMENDATION #8**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*COMPLETED*

**RECOMMENDATION #9**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION # 10**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*COMPLETED*

**RECOMMENDATION # 11**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION #12**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXX XXXXXX*

**RECOMMENDATION #13**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*COMPLETED*

**RECOMMENDATION #14**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXX XXXXXXXX*

**RECOMMENDATION #15**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXX XXXXXXXX*

**RECOMMENDATION # 16**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION #17**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXX XXXXXX*

**RECOMMENDATION #18**

School Response:

*INTERIM COMMITTEE OBSERVATION*

*COMPLETED*

**RECOMMENDATION #19**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION # 20**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *COMPLETED*

**RECOMMENDATION # 21**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION #22**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXX*

**RECOMMENDATION #23**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *COMPLETED*

**RECOMMENDATION #24**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXXXXXX*

**RECOMMENDATION #25**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXX XXXXXXXX*

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**RECOMMENDATION # 26**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXXXXXXXXXXXXXX*

**RECOMMENDATION #27**

**School Response:**

*INTERIM COMMITTEE OBSERVATION* *XXXXXXXX XXXXXX*

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**RECOMMENDATION #28**

**School Response:**



**(Insert name of school)**  
**REVISIT REPORT 201\_**  
**SCHOOL-WIDE ACTION PLANS**

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**Example**

**ACTION PLAN #1: CURRICULUM & INSTRUCTION**

**Objective:** To develop and grow a Pre-Kindergarten program to meet the needs of the constituency.

- **School Response:** *Steadily increasing enrollment in the Pre-Kindergarten program, leading to the demand for a daycare in the near future.*

*INTERIM COMMITTEE OBSERVATION*

*COMPLETED AND ONGOING*

**ACTION PLAN #2:**

**Objective:**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXXXXXXXXXX*

**ACTION PLAN #3:**

**Objective:**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXX XXXXXXXXXXXX XXX XXXXXXXXXXXXXXXX*

**ACTION PLAN #4:**

**Objective:**

**School Response:**

*INTERIM COMMITTEE OBSERVATION*

*XXXXXXXXXX*